

Unclassified Service Public Hearing Notice # **038**
Date of Meeting: Wednesday, December 9, 2015
Date Notice Posted: Wednesday, December 2, 2015

DEPARTMENT OF ADMINISTRATION
One Capitol Hill
Providence, Rhode Island

**Notice of Public Hearing to Consider Changes to the
Unclassified Service Classification and Pay Plan**

On Wednesday, December 9, 2015 at 1:00 P.M., Conference Room B, Second Floor, William E. Powers Building (Department of Administration), One Capitol Hill, Providence, Rhode Island 02908-5890, the Department of Administration will hold a public hearing in accordance with the provisions of Sections 36-4-16 and 36-4-16.2 of the RI General Laws of 1956, as amended, to consider revisions to the Unclassified Service Classification and Pay Plan. The proposed revisions include:

- Section 1: Proposed New Classes of Positions (4)

It is the purpose of this hearing to invite comment from all parties on the proposed changes to the Unclassified Service Classification and Pay Plan as identified.

/s/ Michael DiBiase
Director
Department of Administration

Any individual requiring reasonable accommodation in order to effectively participate in this public hearing should contact Thomas Mannock, Ph.D. at (401) 222-6377 (voice) or #711 (R.I. Relay) at least three business days prior to the meeting.

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SECTION I
NEW CLASSES OF POSITIONS
PROPOSED AMENDMENTS TO THE
UNCLASSIFIED CLASSIFICATION AND PAY PLAN

The proposed effective date is Sunday, December 13, 2015

1. Assistant Director, Department of Children, Youth and Families
Proposed pay grade G-844A (\$112,643 - \$126,951)
Nonunion; Non-Standard Work Week

2. Chief of Staff (Office of Commerce)
Proposed pay grade G-847A (current range: \$126,951 - \$141,259)
Nonunion; Non-Standard Work Week

3. Deputy Secretary of Commerce
Proposed pay grade G-853A (current range: \$158,522 - \$176,419)
Nonunion; Non-Standard Work Week

4. General Counsel (Office of Commerce)
Proposed pay grade G-846A (current range: \$122,186 - \$136,489)
Nonunion; Non-Standard Work Week

**CLASS TITLE: ASSISTANT DIRECTOR, DEPARTMENT OF CHILDREN,
YOUTH AND FAMILIES**

Class Code:
Pay Grade: 44A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Children, Youth and Families, to be responsible for the planning, direction, and oversight of policy development and implementation to provide more effective and productive allocation of resources to children and their families; to evaluate the effect of implemented policy changes and their relationship with existing department policy and procedures and make recommendations as appropriate; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for compliance with policy, provisions of law, and rules and regulations, and departmental policies and objectives.

SUPERVISION EXERCISED: Plans, directs, supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children, Youth and Families, to be responsible for the planning, direction, and oversight of policy development and implementation to provide more effective and productive allocation of resources to children and their families; to evaluate the effect of implemented policy changes and their relationship with existing department policy and procedures and make recommendations as appropriate.

To direct the assessment of standards and policies.

To ensure implementation of agency standards and policies.

To evaluate the effectiveness and efficiencies of programs and to improve the performance of programs.

To make recommendations to the Director on innovative policies and programs for the department to improve day-to-day operations, decision-making, and services for children and families.

To inform department officials of the Director's decisions and recommendations regarding programs and policies and to ascertain the actions taken in order to implement those decisions and recommendations.

To effectively represent the department, within the administrative structure of the state and with a wide range of public and private organizations, groups and individuals.

To assure conformance with all relevant laws, regulations, standards, practices, policies and procedures.

To direct the activities of an administrative, professional, technical and administrative support personnel in the implementation of the department's policies and procedures.

To advise staff in the resolution of sensitive, complex, or precedent-setting situations and to determine the appropriate course of action and to monitor actions and responses.

To confer with and advise state officials at the highest level on a variety of issues, policies, programs, and executive initiatives.

To represent the Director at various meetings and to provide executive leadership in the development of departmental policies and objectives.

To maintain an effective public relations program which will provide an understanding to the Department's policy and of the functions and objectives of the various programs

To review existing laws, proposed legislation, rules and regulations and to make recommendations to the Director.

To prepare in-depth written reports with analysis, evaluation and recommendations pertinent to enhancing operating procedures and the delivery of services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of state government and organizational behavior and the ability to apply such knowledge in analyzing and evaluating operating procedures, recommending strategies and implementing policy directives; a thorough knowledge of program planning, development and evaluation methods; the ability to make complex fact-finding studies and prepare analyses and reports thereon involving departmental operations, programs and policies for the use of a superior in the evaluation of the effectiveness of such functions, operations, programs and policies; the ability to direct administrative and program activities of a complex, interrelated and independent nature where numerous contingency factors are involved; the ability to plan, direct and review the activities of a staff in providing direct services to state agencies; the ability to establish and maintain effective working relationships with superiors, subordinates, other government agencies, and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work, Public Administration or a closely related field from a recognized institution of higher learning; and

Experience: Such as may have been gained through: employment in an administrative capacity with responsibility for coordinating a variety and program polices or objectives within a large private or governmental setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created:

CLASS TITLE: CHIEF OF STAFF (OFFICE OF COMMERCE)

Class Code:
Pay Grade: 47A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Office of Commerce, to manage the operations of the Central Management Office; to assist and advise the Secretary of Commerce on the creation, planning, and execution of key economic, housing, workforce, and regulatory policies aimed at growing businesses and creating jobs in Rhode Island; to perform highly responsible work to advance the office's policy initiatives through the General Assembly and across multiple departments/agencies; to serve as a point of contact; to represent the Secretary at meetings and conferences; to advise the Secretary on executive, legislative and policy matters; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Secretary of Commerce with wide latitude to exercise independent judgment and initiative; work is subject to review to applicable laws, regulations and policies.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Office of Commerce, to manage the operations of the Central Management Office; to assist and advise the Secretary of Commerce on the creation, planning, and execution of key economic, housing, workforce, and regulatory policies aimed at growing businesses and creating jobs in Rhode Island.

To perform highly responsible work to advance the office's policy initiatives through the General Assembly and across multiple departments/agencies; to serve as a point of contact; to represent the Secretary at meetings and conferences; to advise the Secretary on executive, legislative and policy matters.

To oversee various operations within the Executive Office of Commerce as designated by the Secretary.

To oversee and manage the staffing, budgeting, accounts, and controls of the Central Management Office.

To research, generate and synthesize budget requests for key priorities and programs in relation to short and long range goals and objectives.

To respond to inquiries from the Governor's Office and other department/agency heads.

To plan, coordinate, implement and review special projects related to the functions of the Office of Commerce.

To coordinate reorganization of existing and development of new programs and initiatives.

To be responsible for keeping officials within the Office of Commerce informed of the Secretary's decisions and recommendations on programs and policies; to contact such officials at frequent intervals to ascertain the actions taken relative to such decisions.

To serve in a liaison capacity with the Governor, General Assembly, state departments/agencies, and local governments, non-profit organizations and stakeholders.

To establish and maintain effective working relations among departmental officials.
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state government, as well as departmental principles, practices and procedures and the ability to apply such principles and practices in the direction and supervision of various administrative and supportive services; a working knowledge of the laws and regulations administered by the office/department and the ability to apply such knowledge; the ability to plan and organize work, assemble resources, coordinate operations with interested parties, and achieve the intended results within budgetary and time limitations; the ability to meet and work effectively with federal, local and other state officials, as well as the representatives of the general public; the ability to prepare reports, policy initiatives and business plans; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in the area of Economic Development, Public Administration, Public Policy, Business Administration, Law, Urban/Community Planning or a related field; and

Experience: Such as may have been gained through: employment in a professional level position in economic development, economic policy or a related area.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created:

CLASS TITLE: DEPUTY SECRETARY OF COMMERCE

Class Code:
Pay Grade: 53A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Secretary of Commerce in coordinating all functions and agencies under the jurisdiction of the Executive Office Of Commerce involving activities designed to promote and encourage the preservation, expansion, and sound development of new and existing industry, business, commerce, agriculture, tourism, and recreational facilities in the State; to promote the economic development of the State and the creation of opportunities for economic stability and employment through a business climate that fosters opportunity; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Secretary of Commerce with wide latitude for the exercise of authority, initiative, and independent judgment; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules, and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of a professional, technical, and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Secretary of Commerce in coordinating all functions and agencies under the jurisdiction of the Executive Office Of Commerce involving activities designed to promote and encourage the preservation, expansion, and sound development of new and existing industry, business, commerce, agriculture, tourism, and recreational facilities in the State.

To promote the economic development of the State and the creation of opportunities for economic stability and employment through a business climate that fosters opportunity.

To coordinate efforts across the multiple agencies that fall under the Executive Office of Commerce umbrella, including economic, housing, and workforce development, business regulation and professional licensure, and major state business parks.

To provide assistance to agencies within the Executive Office of Commerce to clarify their goals, formulate budgets, and stay within those budgets to assure continued progress toward improving the quality, the accountability, and the efficiency of state-administered programs to support the Rhode Island economy.

To perform responsible and complex work involving the coordination and monitoring of agencies goals in order to improve and maintain positive agency outcomes.

To provide financial oversight by monitoring and managing accounts and controls of various departments or divisions within the office.

To utilize objective data to evaluate economic development policy goals, resource use, and outcome evaluation and to perform short and long-term policy planning and development based upon such information and provide reports thereon to the Secretary.

To work closely with the Secretary to develop all opportunities for agencies under the authority of the Secretary, to maximize resources by leveraging the State's purchasing power, centralize fiscal service functions related to budget, finance, and procurement, centralize communication,

policy analysis and planning, and information systems and data management; pursue alternative funding sources through grants, awards, and partnerships and to secure all available federal financial participation for programs and services.

To be responsible for spearheading, from start to finish, negotiations and transactions with a potentially significant impact on the State's economy on behalf of the Office and the Secretary of Commerce.

To assist the Secretary in assuring continued progress toward improving the quality, the accountability, and the efficiency of state-administered programs to support the Rhode Island economy.

To assist in encouraging departments to utilize consumer-centered approaches to service design and delivery that expand their capacity and to respond efficiently and responsibly to the diverse and changing needs of the people and communities they serve.

To provide regular and timely reports to the Secretary and make recommendations with respect to the State's economic development objectives.

To represent the Secretary in high level meetings and public events.

To interact with elected officials, department directors, senior management members, community leaders, business prospects, and other economic development officials and stakeholders.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques of public administration; a thorough knowledge of the principles and practices of economic development, economic strategic planning, governmental budgeting, economic analysis, and program evaluation; a thorough knowledge of state government and organizational behavior and the ability to apply such knowledge as it relates to economic development and economic planning; a thorough knowledge of economic development financing; the ability to analyze business practices of a complex, interrelated and independent nature where numerous contingency factors are involved; the ability to supervise and review the activities of a staff; the ability to develop and maintain effective working relationships with elected officials, department directors, senior management members, community leaders, business prospects, and other economic development officials and stakeholders; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Economics, Public Administration, Business Administration, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity in economic development or planning, community development, or redevelopment activities in a large governmental or public entity or in another equivalent private sector organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created:

CLASS TITLE: GENERAL COUNSEL (OFFICE OF COMMERCE)

Class Code:
Pay Grade: 46A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide the Executive Office of Commerce and the Secretary of Commerce with advice on legal matters, legislation, regulation, policy initiatives, and transactions to promote commerce and job growth in Rhode Island; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgment; work is subject to review of conformance to established policies, rules, regulations and provisions of law.

SUPERVISION EXERCISED: Usually none; may supervise support staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide the Executive Office of Commerce and the Secretary of Commerce with advice on legal matters, legislation, regulation, policy initiatives, and transactions to promote commerce and job growth in Rhode Island.

To work with the Executive Office of Commerce to research, define, draft, and implement legislative, regulatory, and policy initiatives.

To work closely with legislative and administration staff to advance the Commerce Corporation's legislative, regulatory, and policy goals.

To assist in the negotiation, structuring, and contract drafting for transactions that foster economic development and job growth.

To be responsible for analyzing pertinent information in order to provide legal advice on all legal issues within the Executive Office of Commerce.

To collaborate closely with counsel representing the Executive Office of Commerce's constituent agencies on transaction, regulatory, litigation, and compliance matters.

To review and evaluate office programs from a legal perspective and to propose appropriate changes.

To prepare in-depth reports, briefs, papers and recommendations on legal matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods, practices and procedures of governmental law; the ability to interpret the provisions of state and federal laws and to prepare opinions relating thereto for use in the administration of the functions of the office; a working knowledge of the legislative and regulatory processes; the ability to prepare briefs, legislation and miscellaneous legal documents; the ability to research and draft rules and regulations having the force and effect of law while remaining consistent with the purpose and provisions of the law; the ability to exercise independent judgment in making decisions in complex and difficult legal matters; the ability to use creative approaches to leverage available resources;

the ability to prepare detailed reports and recommendations; the ability to develop and maintain effective working relationships with elected officials, department directors, community leaders, and other economic development officials and stakeholders; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation with a Juris Doctor (J.D.) degree from an accredited Law School; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules, regulations, policies and decisions.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar in good standing with the Rhode Island Supreme Court and must maintain such membership in good standing as a condition of employment.

Class Created: